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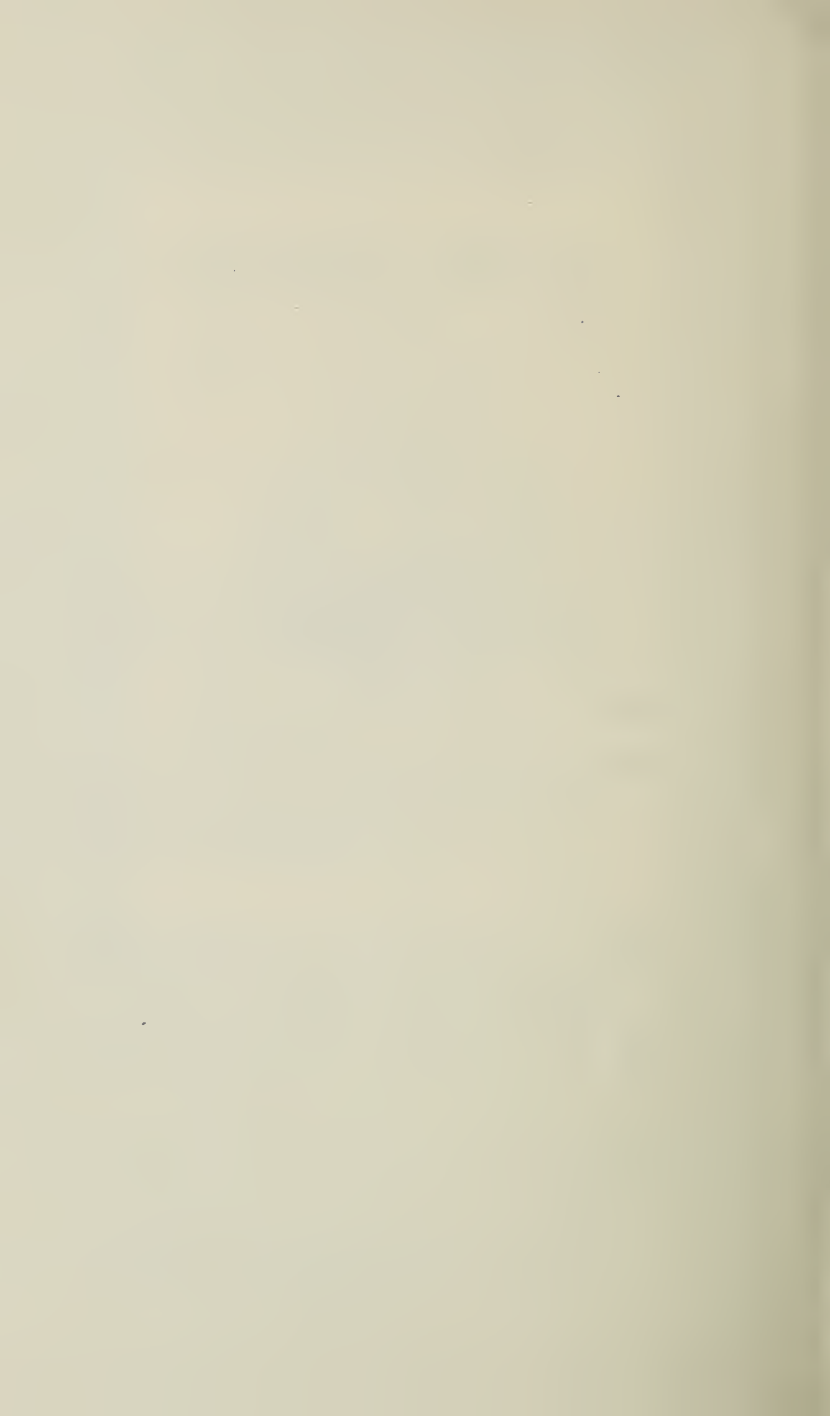
YOUR LIBRARY

What's in it for YOU?

THIS --

- Help in locating information and sources of information on any subject connected with your work.
- Facts and figures you need.
- A basic collection for loan or reference of books and other publications related to all aspects of agriculture and kindred subjects.
- Bibliographies and lists to inform you of what is being published in your field.
- Current publications to keep you abreast of new developments.

*These and other library services
can help you do a better job for
the USDA.*



Y O U R L I B R A R Y

● WHAT IT IS

It is known as the U.S. Department of Agriculture Library, Philadelphia Branch. It is an outpost of your main library in Washington, D. C., the world's largest agricultural library. Through its Philadelphia Branch the Main Library channels to you in the Northeast professional library services in the field of agriculture and related subjects to help you in your official work for the Department.

● WHERE IT IS

In Philadelphia, in the center of the city--Room 403, Bankers Securities Building, Juniper and Walnut Streets, Philadelphia 7, Pa. Open for service 9 a.m. to 5 p.m. Telephone: PEnnypacker 5-6978.

● WHO IS IT FOR?

USDA people in any bureau or agency anywhere in the 12 Northeastern States--Maine through West Virginia. (Special re-

search centers are served by the Wyndmoor Branch or the Beltsville Branch.)

● HOW YOU USE IT -- if your headquarters are not in Philadelphia

The publications you wish to borrow and the information you ask for travel to you wherever you are by post or phone.

● HOW DO YOU KNOW WHAT TO ASK FOR?

Each month you can check in the Bibliography of Agriculture the sections that interest you. The Main Library publishes this bibliography covering exhaustively all fields of agricultural literature. It is arranged conveniently in subject sections with a monthly author index and an annual cumulative author and subject index. Your Branch Library will circulate it to you regularly if you ask. We can help you, too, to get on loan the publications you select from it to assist you in your work.

Our Library Newsletter comes to you every two months. It is prepared in your Branch Library and distributed to all USDA offices in the Northeast by the mail rooms of your own agencies. In it you will find listed many of the books and other publications recently received here. Often there are annotations, and sometimes pertinent comments written by men and women in your own region. Publications listed in it may be borrowed by you directly from the Philadelphia Branch. If a publication is in circulation when your request comes

in, you will be notified that your name has been placed on our reserve list.

If you wish to take a birds-eye view of our major acquisitions in the past 10 years, we can send you back issues of the Newsletter, 1941-1951. In addition, you can count on us for a good basic collection in forestry, soil conservation, agronomy, and related subjects acquired before 1941.

Even if we do not have in our collection certain publications you ask for, we often can get them for you on inter-library loan. Do not hesitate to ask us for anything you need in your official work. Through our Main Library in Washington, the Library of Congress, and the State Library extension services in some of your own states, and, if you are in the Philadelphia area, through nearby public, university, and special libraries, we frequently can borrow material for your use.

● HOW DO YOU ASK?

By postcard, letter, or phone--or better still, on a small "U.S. Department of Agriculture Library Request" known as Form AD-245. You can get these through the usual supply channels of your agency. It speeds our service to you if you use this form, particularly when you are asking for items selected from the Bibliography of Agriculture. We can send you a sample of this convenient form and a direction sheet showing how to use it.

WHAT ELSE CAN YOU GET
FROM THE BRANCH LIBRARY?

Nearly 300 periodicals for your use are received here currently. Ask us for the list. The ones you choose we will route to you--regularly but briefly. Several hundred USDA employees in regional and field offices scattered in a dozen agencies in a dozen states have asked for this service; and our funds for duplicate subscriptions are limited. Therefore, each reader is asked to limit himself to three days and to pass on promptly to the next name on the list. Even when your name is the last on the routing slip you see, this is important, for there are other circuits still waiting. Your name will be added just as soon as we hear from you; but if your chosen journals do not begin to come to you at once, remember that it takes a bit of time for them to travel around to the names ahead of yours. Sometimes they may reach you travel-worn and a few weeks or even months after the date of issue; but they do come, and most of our readers tell us they are glad to have them.

About eighty field offices are on our list to receive two or three times a year a small library package. Your office can be added to this list if you ask, and removed at any time in the same way. These contain two books and three pamphlets selected with the location and interests of your office in mind. They weigh less than 4 pounds so that after one month in your office they can be returned to the Branch Library quite easily by using the address-ed franked label sent to you with the

package. These units are samples of what you might see if you could visit us in the library.

● INFORMATION, PLEASE?

Every day your library is asked unpredictable questions all the way from "Can I take my pet dog to the Yellowstone?" to "Where can I get a list of references on aerial photography in relation to forestry and agriculture?" or .."statistics on what farmers paid for fertilizer in 1930-37." Or just simple questions such as "Who is Commissioner of Health in Vermont?" or biographical highlights on Hugh Bennett. Or "Please can you find an article on flood control published in the COUNTRY GENTLEMAN about two years ago."

We will gladly try to answer your questions, too--provided, of course, we have, or can find, an authoritative source for the information you ask. A letter or a telephone call will place our reference collection and our wits at your service.

● HOW DO YOU SEND PUBLICATIONS BACK TO THE LIBRARY?

Any package weighing less than four pounds can be mailed to us as official mail using the usual franked label.

Books weighing more than four pounds can be mailed to us under the reduced Public Library Book Rate--provided you are within 300 miles of the library and get

from us an addressed label stamped to show authorization to use this rate. If you are outside the first three zones, use fourth class parcel post, or the regular book postal rate, whichever is lower.

Other material--including periodicals--weighing more than 4 pounds should be mailed as fourth class parcel post.

Please remind your mail room often that books need protection when traveling. Corrugated paper or a few thicknesses of newspaper make a world of difference in the life and freshness of a book. Our books are wearing out much faster than they need to because a few people forget this.

● AN OPEN DOOR

If you work within a few miles of your Branch Library, or just down the hall, or if, now and again, you visit your regional or area headquarters near here, make a "get-acquainted call" on your library and its staff. You will find a welcoming door always open during working hours.

And if you are beyond visiting range, and send your requests through the door only in a mail pouch, you may be sure that the library staff takes pleasure in knowing and serving you quite as much as though you were near at hand.

"Ideas to People -- a Librarian's Job."

